

# Internal Quality Assurance Cell

## BIRJHORA MAHAVIDYALAYA

### Provincialized Degree Science College



(Affiliated to GAUHATI UNIVERSITY, Recognized by Govt. of Assam and UGC)  
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Ref. No. IQAC/BM/ Gen/2023/03

Date: 24-06-2023

### Minutes of IQAC Meeting held on 23-06-2023

A meeting of IQAC with all HoDs of various departments was held on 23<sup>rd</sup> June 2023 at Digital Classroom at 12:00 Noon under the chairperson of honourable Principal of the college to discuss about the following agenda:

1. Status of preparation of NAAC Assessment
2. To discuss about SOP published by NAAC
3. Departmental preparedness for NAAC Assessment
4. Discussion on Mentor/Mentee
5. Suggestion /recommendation from members and any others

#### Action Taken Report on previous Meeting:

- (a) Students are given opportunities to discuss any concerns or grievances about Internal assessment outcomes (marks of sessional test, home assignment, seminar, etc.).
- (b) The answer scripts of sessional Examination is evaluated within the 15 days from the date of examination and the evaluated answer script is discussed and shown to students for their clarification and they can make any query on it.
- (c) Opportunity is also given to the students to reappear in internal tests, if they fail to appear due to their engagements in extra-curricular activities or due to personal valid reasons.

The following decisions were taken in the meeting:

1. The meeting resolved to complete the NAAC Assessment and accreditation of the college by December 2023 or at earliest possible.
2. It was decided that Coordinator of the IQAC will take all necessary arrangement for the submission of IIQA and SSR at NAAC portal for the assessment.
3. The meeting also resolved to request all HODs, faculty member, non teaching staff for their active cooperation with IQAC and departmental preparedness for the assessment.

The meeting ends with IQAC coordinator's vote of thanks to all members.

  
Coordinator

IQAC, Birjhora Mahavidyalaya

Co-ordinator

IQAC, Birjhora Mahavidyalaya  
Bongaigaon

  
Principal

Birjhora Mahavidyalaya

Principal (I/c)  
Birjhora Mahavidyalaya  
Bongaigaon